



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK

Robert A. Gavin, Jr.
Clerk of Court

Brooklyn (347) 394-1700
Central Islip (631) 712-6200

Procedure For Reserving Deposition Rooms

The Brooklyn and Central Islip Bankruptcy Courts have rooms available for the taking of depositions by attorneys. To reserve a room, please contact one of the following:

Brooklyn - Darlene Blair-Brown
Phone: (347) 394-1708

Central Islip - Theresa Perry
Phone: (631) 712-6203

Attorneys are advised to call at least one week prior to the proposed deposition date to confirm that the room is available. At the time of making a reservation, the following information must be provided:

- The attorney's name and phone number (in case a scheduling change is necessary)
- Case Name and Number (and Adversary Proceeding Number, if applicable)
- Number of participants (including the attorney-provided Court Reporter)

Parties are to meet at the Clerk's Office Intake Counter at the scheduled time of the deposition. When all parties have arrived (including the attorney-provided Court Reporter), they will be escorted to the deposition room.
